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How to Create a Development Activity that Requires a NF-1735

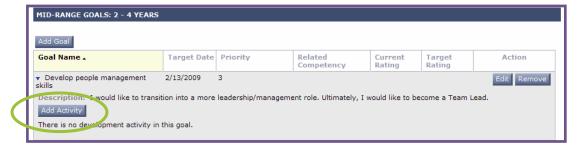
If your IDP includes an external development activity that will require you to complete a NF-1735 External Training Request for the event (e.g., a NASA sponsored conference, course, or seminar), then follow these steps when adding that development activity to your IDP in SATERN.

Here's what to do:

- STEP 1: First Create an IDP and Add a Goal. You will need to do this <u>before</u> you can add a development activity. If you have completed this and your IDP is currently open, proceed to STEP 3.
- STEP 2: If you need to open your IDP, from the SATERN homepage select the Career Tab. Click Edit IDP to open your plan.
- STEP 3: Click the ➤ symbol next to the **Goal Name** where you want to add an activity. This will open up the activities section for this goal.



STEP 4: To add a development activity for this goal, click Add Activity.

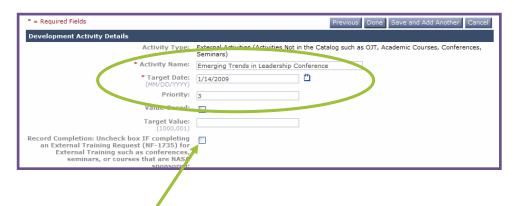


STEP 5: The Select Development Activity Type page displays. Conferences, academic courses and seminars are examples of External Activities. For activities requiring a NF-1735, select External Activities and then click Next.





- STEP 6: Enter the **Development Activity Details**. For an external activity, there are two <u>required</u> fields and one <u>optional</u> field:
 - Activity Name (required) should describe the activity in enough detail for a reviewer to understand
 - Target Date (required) is the date by which you want to complete the activity
 - Priority (optional) describes the priority of the activity (a rating of 1, 2, or 3):
 - **1- Critical**: The development activity should be accomplished during this IDP cycle; not doing so will jeopardize organizational mission accomplishment
 - **2- Essential**: The development activity is necessary to accomplish organizational mission objectives, or needed to carry out job responsibilities
 - **3- Significant**: The development activity supports activities not directly related to your current job description, but will appreciably improve your skill set



- STEP 7: Uncheck the Record Completion box. The NSSC will record completion of the training when it has been completed.
- STEP 8: Click **Done** when you have completed entering the information. The activity is now added to the goal.

